



G S N
Grace School of Nursing



Student Hand Book

G S N

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Statement Of Legal Control

Ownership

Grace School of Nursing, Inc. is a for-profit corporation formed in FL and is owned by Veronica D. Robinson and Paul Robinson.

Governing Body

Grace School of Nursing, Inc's governing body consists of Veronica D. Robinson, President and Paul Robinson, Vice-President.

History

Grace School of Nursing, Inc. is a nursing school with the mission of educating and preparing the next generation of healthcare professionals to meet the needs of the nursing shortage in our community and other states in America. We as a society have met with many challenge during the health crisis 2019, which left a great strain on the industry such as hospitals, nursing homes, assisted living facilities ambulatory care e.g. , including nurses burn out due to not enough coverage in various area. While these challenges arise, we at Grace School of Nursing believe we can help solve this nurses shortage.

Hours Of Operation

The Administrative Office is open weekdays from 8:00 a.m. through 6:00p.m.

Mission Statement

The mission of Grace School of Nursing, Inc. is to prepare graduates to meet the health needs of a diverse population in a variety of dynamic community environments. We aim to create a challenging, but nurturing learning environment that encourages high expectations for success.

Institutional Objectives

Our objectives are to instruct and train the next generation of caregivers by providing licensed healthcare and nursing programs; to help our students acquire knowledge and technical skills through demonstrations, actual operation of equipment and the use of hands-on training techniques and to prepare our students to meet the applicable licensure requirements of their program.

Philosophy

Grace School of Nursing, Inc. believes that human beings are diverse individuals, possessed of dignity and worth, and motivated toward meeting human needs. These individuals are social beings who exist in interrelationships with other persons within dynamic environments. They have the freedom to make decisions and to assume responsibility for their choices.

We believe that health is the achievement of a balance in physiological, pathophysiological, experiential and behavioral responses to internal and/or external stressors. Human responses are unique and predictable and are organized into patterns that provide a holistic view of the individual and serve as a basis for healthcare support or action.

Policy Statement

Admission is open to any qualified applicant. Grace School of Nursing, Inc. does not discriminate regarding sexual orientation, national origin, disability or age.

Grace School of Nursing, Inc. also forbids any types of sexual harassment by its employees towards other employees, job applicants, student or prospective students. Any student who feels they have been discriminated against must file a complaint with the Administration.

Grace School of Nursing, Inc. does not offer tuition reduction for transfer of credit, advanced placement or credit for experiential learning.

The acceptance of the transfer of credit from Grace School of Nursing, Inc. is at the discretion of the accepting institution. It is the student's responsibility to confirm whether or not credits will be accepted by another institution of the student's choice.

Licensure

Licensure

The institution is licensed by the Commission for Independent Education, Florida Department of Education, license #12789.

Additional information regarding this institution may be obtained by contacting the Commission at 325 W. Gaines Street, Suite 1414 ▪ Tallahassee, FL 32399 ▪ Telephone No: Toll Free 888-224-6684

Course Numbering System

Courses are identified by a three-digit alpha prefix followed by a three digit numeric suffix denoting the sequence of the course in the program.

Admissions Policies and Procedures

Enrollment Procedures

The 1st step in the enrollment process is to tour the institution and meet with a school official.

Personal Interview

A personal interview with each applicant is required prior to acceptance into any program. We encourage you to bring your friends and family members to the interview. Both the applicant and the family have the opportunity to learn about the training programs. The personal interview also gives the institution an opportunity to evaluate the applicant and determine eligibility.

Acceptance into the Institution

- A complete physical health form must be submitted to the Campus Director. Final acceptance to the program will be contingent upon payment of fees, the results of the medical form and verification of high school completion.
- The applicant will be informed of the admissions decision once all requirements have been met.

All applicants must meet the following general requirements:

- Be a U.S. citizen or provide valid documentation of eligible non-citizenship status.
- Provide proof of completion of high school, GED or equivalent. Students with foreign high-school diplomas are responsible for providing a translation and/or equivalency certification
- Be 18 years of age or older and submit a valid picture ID and social security card

All applicants must clear the following screenings (*students are responsible for paying the total estimated cost of \$95.00*):

- Physical examination
- Obtain or sign a declination for the Hepatitis B Vaccine
- Background check (some employers may require a criminal background check)

Additional requirement for applicants to the Nursing Assistant program (*students are responsible for paying the total estimated cost of \$95.00*):

- Level 2 background check
- 10 panel drug screening

Additional requirement for applicants to the Practical Nursing program (*students are responsible for paying the total estimated cost of \$95.00 for the background check and drug screening*):

- Applicants for the Practical Nursing program must take and pass the TEAS test with a minimum passing score of 50%.
- Applicants for the Practical Nursing program with an adverse criminal background history should confirm clearance before applying for the program by contacting the Florida Board of Nursing at (800) 448-0595.
- Level 2 background check
- 10 panel drug screening
- Provide 1 reference letter

Disclaimer: *If a clinical facility is over 50 miles away from the school, students must provide their own transportation, food and lodging (if they decide to stay overnight).*

Educational Programs And Curricula

Licensed Programs

Program Title	Required Hours *	Credential
Nursing Assistant	165 clock hours	Diploma
Patient Care Technician	600 clock hours	Diploma
Phlebotomy Technician	165 clock hours	Diploma
Practical Nursing	1,350 clock hours	Diploma

* One clock hour constitutes 50 minutes of supervised, directed instruction and a 10 minute break.

Program Charges

Program Title	Tuition/Books/ Supplies	Program Fees	Total Cost
Nursing Assistant	\$2,350.00	**Application - \$50.00 Registration - \$100.00	\$2,500.00
Patient Care Technician	\$5,000.00	**Application - \$50.00 Registration - \$100.00	\$5,150.00
Phlebotomy Technician	\$2,050.00	**Application - \$50.00 Registration - \$100.00	\$2,200.00
Practical Nursing	\$15,000.00	**Application - \$50.00 Registration - \$100.00	\$15,150.00

**Non refundable

Additional Costs Not Included:

Students are responsible for the following estimated additional costs not included in program charges: \$95 for drug screening and a background check.



Nursing Assistant Program – 165 Clock Hours

Disclosure:

Nursing Assistant Program Objective: This program is designed to prepare students for employment as nursing assistants. Upon successful completion of this program, students will be able to apply and sit for the State of Florida Board of Nursing Certification exam to qualify as a Certified Nursing Assistant.

Nursing Assistant Program Description: The content includes but is not limited to interpersonal skills, medical terminology, legal and ethical responsibilities, safe and efficient work, gerontology, nutrition, health and safety.

DISCLOSURE: Students will need to pass the CNA exam in order to become licensed. The school itself does not conduct the testing or license the student. The student will not be automatically licensed when they graduate..

Nursing Assistant Program Course Descriptions

Course Number	Course Title	Theory Hours	Lab Hours	Externship Hours	Total Hours
NUR 001	Introduction to Healthcare (includes HIV/AIDS)	35	5		40

This course will teach students the healthcare delivery system; wellness and disease concepts; employability skills; blood borne diseases.

NUR 002	Verbal and Written Communications	5			5
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Students will learn how to obtain specified data from patient and family and utilize verbal and written information to assist with the patient's plan of care.

NUR 003	Legal and Ethical Responsibilities	5			5
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This course will teach students legal and ethical behavior within the nursing assistant scope of practice including role limitations in Florida, the 30-day reporting requirement of FS 456.0727(1) w), how to define the Omnibus Budget Reconciliation Act (OBRA) and the Minimum Data Set (MDS).

NUR 004	Physical comfort and safety functions	6	4		10
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This course will teach students how to maintain safe patient units, equipment, and a comfortable environment, observe, report, and record changes in the patient's behavior as needed, including mental awareness, assist patient in ambulation, including the use of crutch, cane, or walker, wheelchair, supportive device and describe emergency procedures utilized in the clinical area(s) and the role of the nursing assistant in these procedures.

NUR 005	Personal Patient Care	5	5		10
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This course will teach students how to assist patient with shower or tub bath, hair care, administer oral hygiene including denture care, dress, toileting using various types of restorative and rehabilitative equipment, use of bedpan (standard and fracture), bowel and bladder training, use of a safety and/or electric razor to shave the patient, grooming including hair, skin, foot, hand and nail care, meals. How to empty, measure and record urinary output and/or drainage, use of a leg bag, leg strap and dignity bag, drainage of urostomy bags and colostomy bags, both donning and doffing prosthesis and brace, recognize abnormal signs and symptoms of common diseases and conditions when providing patient care.

NUR 006	Patient Care Procedures	5	5		10
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This course will teach students how to demonstrate ability to accurately measure, record and report vital signs; assist with the admission, transfer and discharge of a patient and/or resident; make unoccupied/occupied bed; provide passive range-of-motion exercises; understand and demonstrate proper collection of routine, timed urine and clean catch urine specimens; assist with the collection of a sputum specimen; obtain and record an apical pulse; reinforce dressings under the supervision of the RN/LPN.

NUR 007	Principles of Nutrition	5		5
This course will teach students how to identify nutrients and food groups; develop a basic food plan; describe special diets; check patient's diet tray for accuracy; monitor and document nutritional intake; demonstrate knowledge of the need for thickened liquids and fluid consistency; identify methods of maintaining fluid balance including encouraging and restricting fluids.				
NUR 008	Care for Geriatric Patients	15		15
This course will teach students how to identify and assist with methods and procedures to prevent pressure ulcers, methods to prevent falls in the elderly, safety principles as related to the elderly; apply reality orientation techniques and validation therapy, recognize and respond appropriately to symptoms of common diseases, including dementia, depression/suicide and Alzheimers; demonstrate an understanding of end of life care, hospice and palliative care.				
NUR 009	Principles of Infection Control	5		5
This course will teach students transmission-based precautions; to identify the chain of infection; to provide care for patients with infectious diseases applying the principles of "Standard Precautions" utilized with all patients as well as special procedures required; to apply the proper use of personal protective equipment (PPE) for all types of isolation including donning and removing PPE appropriately; to follow isolation procedure with food tray, PPE, and other supplies/equipment.				
NUR 010	Biological, Psychological, and Social Support	5		5
This course will teach students family roles and their significance to health; how to respond to patient and family emotional needs.				
NUR 011	Patient Care Plan	5		5
This course will teach students how to organize and prioritize patient-care assignments; complete assignments accurately and in a timely manner.				
NUR 012	Rehabilitative Activities	10		10
This course will teach students the purposes of restorative (rehabilitation) program; to assist patient with specified restorative (rehabilitation) needs; to assist patients/residents to reach the optimum level of independence.				
NUR 013	Clinical practice		40	40
This course provides clinical experiences and application of skills in long term care facilities.				

Patient Care Technician Program – 600 Clock Hours

Patient Care Technician Program Objective: Upon completion of this program, graduates will possess the skill and hands on experience need to become entry level Patient Care Technicians, utilizing patients care skills in a variety of healthcare settings. The program focuses on broad, transferable skills and stresses understanding and demonstration of the following elements of the health care industry; planning, management, finance, technical and production skills, underlying principles of technology, labor issues, community issues and health, safety, and environmental issues.

Patient Care Technician Program Description: This program is designed to prepare students in all of the relevant aspects of patient care including personal care, physical comfort, diagnostic testing specifically electrocardiography, phlebotomy, home health care needs, providing post operative care, geriatric care and other critical functions. Graduates of this program will be prepared to work at the entry level in hospitals, home health agencies, clinic, laboratories and other healthcare settings. Upon completion of this program students will receive a diploma. Student may begin working in their field of training as soon as their diploma is received. The program also contains the Nursing Assistant / HHA curriculum which will qualify the students to sit for the Certified Nursing Assistant Exam upon completion of the program.

Patient Care Technician Program Course Descriptions

Course Number	Course Title	Theory Hours	Lab Hours	Externship Hours	Total Hours
PCT 100	Nursing Assistant Procedures	15	15		30
This course concentrates in the concept of teamwork, time management, reporting, recording's ethics and laws, end-of-shift report, safety and comfort, communication skills, and dealing with conflicts. Students will learn Federal and State laws as well as Agency policies to define the rules and functions of each health team member such as right and wrong conduct, legal limits, laws job description, and protecting patients and residents from harm.					
PCT 101	Medical Terminology	30	15		45
This is an introductory course to the field of Medical Terminology, including basic word structure and the use of medical and technical dictionaries. Students will identify component parts of medical terms, analysis and reconstruction of terms with emphasis on spelling, definition and pronunciation. Students will learn introduction to operative, diagnostic, therapeutic and symptomatic terminology of all body systems, as well as systemic and surgical terminology.					
PCT 102	Structure and Function of the Body I	30	30		60
This course offers an introduction to the structure of the body including cells and tissues, organs systems, skeletal, muscular, endocrine, nervous, and digestive systems. Students will learn about diseases that are frequently first diagnosed and treated in the Medical Office setting. Students will have a basic understanding of how the body is built and how it functions so they					

are able to give a safe and efficient care to the patients.

PCT 103	Structure and Function of the Body II	30	15		45
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This course is an introduction to the structure of the body including the respiratory, urinary, reproductive, and immune systems. Students will be introduced to new vocabulary words used to describe specific location of a structure, an organ, and relative position of one body part to another. Students continue learning about diseases frequently diagnosed and treated in the Medical Office setting.

PCT 104	Nursing Fundamentals I	30	30		60
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This course will be covering different nursing techniques: Body mechanics, bed making, wound care and, heat and cold applications. Student will learn body mechanic means by using the body in an efficient and careful way, bed making as an important function to avoid body injuries, wound care to prevent infections or any further injury and state laws related to it, and heat and cold applications to promote healing, comfort and reduction in tissue swelling. Legal principles affecting the nursing assistant will be also covered in this course.

PCT 105	Nursing Fundamentals II	30	15		45
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This course will introduce students to different nursing areas: Surgery, terminal illness, diseases, and basic needs for babies and mothers. Students will learn the different reasons why surgery is performed; differences between curable and non-curable illness and disease; and other than physical needs for babies. This course is a continuation of Nursing Fundamental I (PCT1005) in which the nursing assistant is required to participate in role playing and group assignments to reinforce techniques already learned pertaining to patient care. Students must take and pass Nursing Fundamental I (PCT 1005) in order to take this course.

PCT 106	Nursing Skills and Techniques	15	15		30
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In this course students will learn about vital signs and the three body essential process for life: body temperature, breathing and heart functioning. Students will be able to accurately measure, record and report vital signs. Legal and ethical responsibilities as a patient care assistant will also be covered in this course. The students will learn specific techniques in how to care for a patient following proper guidelines already learned.

PCT 107	Home Health Aide-, The Geriatric Population Nutrition	15	15		30
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This course covers HHA laws, limitations in patient care, personal hygiene, grooming, and other important aspects of patient care. Students will learn about the different problems and diseases affecting seniors as well as proper nutrition. Student will learn nursing procedures to meet patient's hygiene needs, Role responsibilities and ethical standards, developing effective communication skills, Understanding differences: Individuals, families, and Cultures, Understanding human development and age-related health problems and late adulthood, and caring for the client who is terminally ill.

PCT 108	Rehabilitation and Restorative Care	15	15		30
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This course focuses on key terms and abbreviations, how rehabilitation and restorative care involve the whole person, complications to prevent, common reaction to rehabilitation, prosthesis, disability, restorative aides and restorative nursing care. Students will be introduced to the disability aspect of the human body. Student will learn the nursing process to promote exercises and activity in all patients.

PCT 109	Basic Emergency Care- HIV/AIDS	15	15		30
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This course will emphasize in emergency care, defibrillation, adult, child and infant CPR, rescue breathing and epilepsy. Also, the rules of emergency care, in dealing with sudden cardiac arrest, hemorrhage, shock, seizures, burns, fainting, and emergency care for stroke patients. Also, HIV/AIDS. Students will learn what to do in case of an emergency. Infections as a major safety and health hazard will also be covered in this course and Cause, spreading, precaution, prevention, and transmission of infections.

PCT 110	Principles of Electrocardiography	15	15		30
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This course details the path of the blood through the heart. The conduction system of the heart and the components of the E.K.G. cycles are studied. Techniques of electrocardiography standardization and the procedure for recording and mounting a standard 12 lead electrocardiogram are also studied.

PCT 111	Principles of Phlebotomy	15	15		30
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This course will teach students about current phlebotomy practice, infectious diseases and their preventions. Phlebotomy equipment usage, procedures for venipuncture, special collection procedures, and phlebotomy's complications are also studied.

PCT 112	Externship			135	135
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The Patient Care Tech Externship gives the student the opportunity to perform in a medical facility, and to become more familiar with the day-to-day situations and procedures that occur. The following outline will give insight into the training the student has received. Please give the student the opportunity to perform as many of the procedures as possible.



Phlebotomy Technician Program – 165 Clock Hours

Phlebotomy Technician Program Objective: Upon completion of this program students will be able to draw blood for purposes such as tests, research, or donations; help patients or donors who are anxious before or have an adverse reaction after the blood draw; collect urine or other samples and instruct patients on procedures for proper collection; ensure that the sample is acceptable and clearly labeled in its container; keep their work area and instruments clean and sanitary to avoid causing infections or other complications.

Phlebotomy Technician Program Description: The curriculum includes but is not limited to communication, leadership, human relations, and employability skills; performance of safe and efficient work practices in obtaining adequate and correct blood specimens by capillary or venipuncture on adults, children and neonates; maintaining the integrity of the specimen in relation to the test to be performed; preparing blood smears; labeling specimens accurately and completely; collecting timed specimens; promoting the comfort and well-being of the patient while performing blood collecting duties; observing safety policies and procedures; medical terminology; emergency procedures including CPR (Heartsaver); delivering a variety of clinical specimens to the clinical laboratory; sorting and recording specimens received in the laboratory; centrifuging specimens and preparing aliquots of samples according to the designated protocol; distributing samples to appropriate laboratory sections; and preparing collection trays for specimen procurement.

Phlebotomy Technician Program Course Descriptions

Course Number	Course Title	Theory Hours	Lab Hours	Practicum Hours	Total Hours
PBT 101	Health Careers Core (includes HIV/AIDS)	41	5		45
	This course will teach students the healthcare delivery system; wellness and disease concepts; employability skills; blood borne diseases.				
PBT 102	Professional, Communication, and Interpersonal Skills	10			10
	This course will teach students the appropriate professional behavior of a phlebotomist; the scope of practice for a phlebotomist; how to explain to the patient the procedure to be used in specimen collection; the importance of identifying patients correctly when drawing blood.				
PBT 103	Phlebotomy in the Health Care Setting	10			10
	This course will teach students the various departments and services within the health care setting in which the phlebotomist must interact with to obtain laboratory specimens from patients; the major departments/sections with the clinical laboratory; the major types of procedures run in each department/section, and their specimen requirements.				
PBT 104	Body Structure and Function	15			15
	This course will teach students to describe and define major body systems with emphasis on the circulatory system; to list and describe the main superficial veins used in performing venipuncture; to locate the most appropriate sites(s) for capillary and venipuncture; to describe the function of the following blood components: erythrocytes, thrombocytes, leukocytes and plasma; to compare and contrast between serum and plasma as it relates to blood collection; hemostasis as it relates to blood collection.				
PBT 105	Supplies, Equipment and Chemical Substances	20			20



Practical Nursing Program – 1,350 Clock Hours

Practical Nursing Program Objective: The objective of the program is to prepare students for employment as licensed practical nurses to care for ill, injured, or convalescing patients or persons with disabilities in hospitals, nursing homes, clinics, private homes, group homes, or in other health care settings.

Practical Nursing Program Description: The program's content includes, but is not limited to, theoretical instruction and clinical experience in medical, surgical, mental health, obstetric, gynecology, maternity, pediatric, and geriatric nursing; theoretical instruction and clinical experience in acute, care, long term care and community settings; theoretical instruction and clinical application of vocational role and function; personal, family and community health concepts; nutrition; human growth and development over the life span; body structure and function; interpersonal relationship skills, pharmacology and administration of medications; legal aspects of practice; and current issues in nursing.

DISCLOSURE: Students will need to pass the NCLEX in order to become licensed. The school itself does not conduct the testing or license the student. The student will not be automatically licensed when they graduate.

Practical Nursing Program Course Descriptions - 1,350 Clock Hours

Course Number	Course Title	Theory Hours	Lab Hours	Clinical Hours	Total Hours
PN 101	Medical Terminology	45	0	0	45
<p>Medical Terminology is designed to develop in the students a working knowledge of the language of medicine. Students acquire word building skills by learning prefixes, suffixes, roots, and abbreviations. By relating terms of body systems, students identify proper uses of words in a medical environment. Knowledge of medical terminology enhances students' ability to successfully secure employment or pursue advanced education in healthcare.</p>					
PN 102	Introduction into Nursing	45	0	45	90
<p>This course focuses on use of nursing and related concepts by practical nurses as providers of care and members of discipline in collaboration with health team members. In this course students will learn how to use interpersonal relationship skills to communicate effectively with other health team members. Emphasis is placed on the Concepts of Adult Learning; Communication; Professionalism; Nursing Ethics and Law; Wellness; Holistic Care; and Health Care Delivery Systems. Includes 4 hours of HIV/AIDS training.</p>					
PN 103	Geriatric Nursing	70	10	40	120
<p>Nursing assistants make valuable contributions in providing health care. Nursing assistants are trained to care for people who are ill or need help in caring for themselves. The care given is always under the guidance and supervision of licensed health care providers such as nurses or physicians.</p>					
PN 104	Anatomy and Physiology	70	5	0	75
<p>Anatomy and Physiology for Practical Nursing is the study of the structures and functions of the human body. The areas studied will be an integration of biology and chemistry and will include, but are not limited to: Organization of the Body; Chemical Basis for Life; Cells & Tissues; Integumentary System; Skeletal System; Muscular System; Nervous System; Endocrine System; Blood, Circulatory System; Lymphatic and Immune System; Respiratory System; Digestive System and Metabolism; Urinary System, and Reproductive System. The course may include laboratory experiences.</p>					
PN 105	Fundamentals of Nursing	70	20	60	150
<p>This course is an introduction to nursing care. Topics include safety; asepsis; focused assessment; documentation; nursing process; admission, transfer and discharge; pain, comfort and sleep; geriatric care; basic nutrition; mobility; care of the dying patient; therapeutic procedures and surgery; wound care; heat and cold; phlebotomy; respiratory care; urinary care; digestive care and skills competency. Emphasis will be given to the practical nursing student developing critical thinking skills, interpersonal relationships skills, recognizing legal/ethical responsibilities, acting as a patient advocate, maintaining positive patient/colleague relationships, and by implementing appropriate standards of care.</p>					
PN 106	Pharmacology and Intravenous Therapy Skills	40	5	30	75
<p>This course provides instruction in basic pharmacology and medication administration skills, including IV therapy, as well as skills needed for safe and effective medication administration. A brief introduction to fluid and electrolyte balance will be included. Content includes components of medication preparation and administration including the essential knowledge needed to adequately contribute to the assessment and evaluation of the effect of medication on clients across the lifespan. This course is designed to give basic understanding of medications. Emphasis is on the importance of knowledge of drugs, their use and accuracy in administration. Legal implications and the role of the practical nurse in medication administration are included in this course</p>					
PN 107	Medical Surgical Nursing I	75	10	100	195

The Medical Surgical I course addresses disorders while incorporating concepts from previous courses. This course focuses on deviations of health in adults. Student will learn how the nursing process guides the holistic care of the individual. The body systems included in this course are: Integumentary; Musculoskeletal; Respiratory; Cardiac; Vascular, Hematology and Immune. Adult Medical Surgical Clinical focuses on utilization of the nursing process in caring for acute care patients. The emphasis will be on prioritization, decision-making, time management and critical thinking appropriate to the LPN's scope of practice. As the student progresses, more complex patient situations will be presented, and they will begin to function in a role independent of the instructor.

PN 108	Medical Surgical Nursing II	75	15	105	195
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Medical Surgical Nursing II continues to address disorders while incorporating concepts from previous courses. This course focuses on deviations of health in adults. Student will learn how the nursing process guides the holistic care of the individual. The body systems included in this course are: Sensory; Neurology; Digestive; Endocrine; Urinary; Reproductive and Oncology. Advanced Adult Medical Surgical Clinical is a continuation of the utilization of the nursing process in caring for acute care patients. The student will care for multiple patients during this clinical rotation. The emphasis will be on prioritization, decision-making, time management and critical thinking appropriate to the LPN's scope of practice. As the student progresses, more complex patient situations will be presented, and they will begin to function in a role independent of the instructor.

PN 109	Maternal/ Newborn Nursing	45	10	65	120
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Maternal Newborn Nursing is designed to familiarize the student with the holistic approach to care for the antepartum, intrapartum, postpartum patient and the neonate. The normal processes of conception, fetal development, labor and delivery, postpartum period, and family involvement will be included. The course includes the care of the normal patient and newborn as well as those with complications. The PN student will participate in the nursing care of the expected mother and the delivery of the infant. The PN student will reduce the patient's potential for developing complications or health problems related to treatments, procedures or existing conditions of pregnancy and childbirth and provide the mother and newborn patient care labor, during delivery and post-partum.

PN 110	Pediatric Nursing	40	10	70	120
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Pediatric Nursing course expands upon the concepts learned in Medical Surgical Nursing to address disorders specific to pediatric patients. The student will be able to relate normal growth and development, concepts of wellness and needs of the hospitalized child. The physical, emotional, social needs of the pediatric patient and their family will be explored.

PN 111	Mental Health Nursing	40	10	40	90
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This course presents an introduction to Mental Health Nursing. The course provides an introduction into mental health care and prevalent mental health disorders. The practical/vocational nurse provides care that assists with promotion and support of the emotional, mental, and social well-being of clients. Terms such as abuse/neglect, behavioral management, coping mechanisms, chemical dependencies, crisis interventions, cultural awareness, grief and loss, stress management, support systems will be covered.

PN 112	Community Health Nursing	15	10	35	60
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This course provides the student with knowledge of the individuals, families, and community as well as the nursing implication of health maintenance. Students will study the various of Community Nursing in either the hospital, community center, outpatient clinics as well as assisting in community health assessment.

PN 113	Transition to Practice	15	0	0	15
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This course provides concepts related to the transition from student licensed practical nurse. Leadership, interpersonal communication skills, and delegation skills are enhanced as the student functions in the role of team leader. The course will prepare the student to independently assume the role of the LPN in professional practice; a preceptor rotation assists in the completion of this transition.

Description Of School Facilities

Grace School of Nursing is located close to I-95 and near several businesses. The facility offers convenient on-site parking. The area is also well served by the Palm Beach County public transportation system.

The facility has ample parking; 2 class rooms; 1 laboratory that is fully equipped and appropriate for the programs offered; 1 administrative office; a student lounge; a library/computer room; a file room and a secretarial area.

The student lounges contain microwaves, a refrigerator and vending machine. The media/resource area has computers and resources for both academic courses and employment opportunities. The school meets the Americans with Disabilities Act requirements for accessibility.

Transferability Of Credits

Transfers to other Schools

The acceptance of the transfer of credit from Grace School of Nursing, Inc. is at the discretion of the accepting institution. It is the student's responsibility to confirm whether or not credits will be accepted by another institution of the student's choice.

Transfers from other Schools

Grace School of Nursing, Inc. will not accept credits transferred from other institutions.

Experiential Learning

Grace School of Nursing, Inc. Does not offer advanced placement based on work experience.

Student Financial Assistance

Grace School of Nursing, Inc. offers in house payment plans to assist with payment of tuition, fees and books. The total cost has to be paid in full by the end of the program.

Grace School of Nursing, Inc. does not participate in the Federal Student Aid programs.

Payment Options

A non-refundable \$50.00 application fee is due at the time of signing the Application for Admission. A \$100.00 registration fee is due at the time of signing the Enrollment Agreement. An individualized payment plan must be finalized prior to attending the first class.

Payments are due on the selected date on the individualized payment plan. Students have the option of selecting from a weekly or bi-weekly payment schedule.

Student Withdrawals and Refund Policy

Student Withdrawals

Official Withdrawal: A student who wishes to withdraw must submit a written notice to the Campus Director prior to their withdrawal date. The date of determination for refund calculations will be the last date of class attendance.

Unofficial Withdrawal: A student who violates the attendance policy will be withdrawn on the day following the violation. This date will be used as the date of determination for refund calculations.

Cancellation and Refund Policy

Should a student's enrollment be terminated or cancelled for any reason, all refunds will be made according to the following refund schedule:

1. Cancellation can be made in person, by electronic mail, by Certified Mail or by termination.
2. All monies will be refunded if the school does not accept the applicant or if the student cancels within three (3) business days after signing the enrollment agreement and making initial payment.
3. Cancellation after the third (3rd) Business Day, but before the first class, will result in a refund of all monies paid, with the exception of the application fee (not to exceed \$50.00).
4. Cancellation after attendance has begun, through 40% completion of the program, will result in a pro rata refund computed on the number of hours completed to the total program hours.

5. Cancellation after completing more than 40% of the program will result in no refund.
6. Termination Date: When calculating the refund due to a student, the last date of actual attendance by the student is used in the calculation unless earlier written notice was received.
7. Refunds will be made within 30 days of the date of termination that the student has withdrawn or receipt of a Cancellation Notice from the student.

Grievance Procedure

Grievance Defined: For purpose of this policy a grievance is defined as a student's perception of the improper application of the schools polices or procedures. All students have the right to file a grievance. The Campus Director shall establish appropriate procedures for facilitating grievances. The following steps are established to provide a fair review of student grievances.

Informal Resolution: The student shall informally submit his/her grievance, either verbally or in writing, to the Campus Director. The student must submit his/her grievance within 10 calendar days after the incident is alleged to have occurred and the grievance must refer to the specific institution policy or procedure that was unfairly or misapplied. Students may choose to either ask for a specific action on the part of the school or are free to simply voice their grievance without asking for any action on the part of the school. The institution will respond within 3 calendars to the student's grievance.

Formal Resolution: If a satisfactory resolution cannot be reached with the Campus Director, the student may formally appeal the decision, in writing, within 10 calendar days after a response is received from the informal process. The Campus Director may serve as a liaison between students and staff at all levels of the grievance process.

Students who feel a grievance is unresolved may contact:

Commission for Independent Education, Florida Department of Education
325 W. Gaines Street, Suite 1414
Tallahassee, Fl 32399
Telephone number: 850-245-3200 or Toll free 888-224-6684

Administrative Policies And Procedures

Syllabus

Students will receive a syllabus on the first day of class.

Attendance

The student is expected to arrive on time to class each day and remain in class until the end of the class session. Class attendance is considered from the beginning to the end of the class period. Students are expected to actively participate in class discussions and demonstrate a positive attitude.

Absences

Repeated absences or any other practices that indicate lack of commitment to quality work or classroom or lab interaction will impact a student's grade (e.g., leaving the class during discussions, having loud outbursts during discussion, use of profanity). Each student should notify the instructor regarding all absences. The student should notify the instructor—*prior to class*—of emergency absences or tardiness via email or voicemail.

A student who experiences a medical condition which prevents attendance at any class or lab experience must immediately provide appropriate medical documentation to the office.

A student who misses a lab experience due to an unexcused absence **must** repeat the entire course. Only **one (1) unexcused absence** is allowed for the theory portion of the course. Additional unexcused theory absences will result in the student having to repeat the course.

*Excused absences include (but are not limited to): death/impending death of an immediate family member, documented hospitalization or severe illness of student/family member, or similar gravesituations. The instructor **must** be consulted for an absence to be considered excused. It is the soleresponsibility of the student to contact the instructor regarding the possibility of makeupwork.*

NOTE: Dueto healthcare facility requirements, a student may not be eligible to return to the lab site withoutverified medical documentation that indicates a return to patient/resident care **without restrictions**.

Tardiness

Tardiness of one-half hour or leaving class up to one-half hour early is counted as one-half of a day absence. Tardiness of more than one-half hour or leaving class more than one-half hour early is counted as a full day absence.

Make-Up Work

In order to prevent a negative impact on the course grade, one (1) excused absence is allowed, with mandatory makeup work requirement. For any additional excused absence(s), the student will either submit a three page paper on a topic approved by the instructor or receive a reduction of 20 points in the overall grade for the course.

Note: Opportunities to make up lab may not be available due to affiliation agreements.

Leave of Absence

A student may be granted a leave of absence for a maximum of 5 days. All requests for leaves of absence must be in writing with the reason for the LOA and the date of expected return specified. If the student does not return on the expected date, the student's enrollment will be terminated. A refund calculation will be completed according to the school policy. The withdrawal date will be the student's last recorded date of attendance.

Dress Code

To demonstrate pride in Grace School of Nursing, Inc. and the healthcare profession, students must comply with the following dress code: (1) scrub top and pants (teal for NA, royal blue for PN, purple for PCT, turquoise green for PBT), plain white jacket (PN students only) and plain white shoes or clogs with a strap. Uniforms can be purchased from Uniform Unlimited or any other vendor that sells them. (2) no artificial or acrylic nails or hoop earrings. Natural nails must be a neutral color (3) long hair must be pulled up into a ponytail (4) no beards and face must be clean-shaven.

Conduct

Each student is expected to conduct his/her self in a manner expected of all members of the healthcare team in respect to standards of ethics, morals and integrity. Student expectations include active class participation and a positive attitude. Practices that indicate a lack of commitment to quality work or classroom/lab interaction will impact a student's grade (e.g., leaving the class during discussions, having loud outbursts during discussions, use of profanity). A student who conducts himself/herself in a manner detrimental to Grace School of Nursing, Inc. staff or other students will be terminated. Theft of property from the school or other students will be grounds for immediate dismissal.

Drug Free Institution and Workplace

Grace School of Nursing, Inc. has a zero tolerance for drugs and alcohol. No student, instructor, or employee may be on the institution premises or affiliate clinic under the influence of any substance. As a drug free and alcohol free environment, individuals under the influence may be subject to immediate dismissal and/or removal. Individuals may request counseling for substance abuse and will be referred to available community resources.

No Smoking

Smoking will not be permitted at the institution, any offices or any lab site.

Sexual Harassment and Anti-Hazing Policy

The administration takes the issue of sexual harassment very seriously. Sexual harassment includes unwelcome sexual advances or offensive comments, gestures, or physical contact of a sexual nature between and/or among student or staff. Sexual harassment or harassment because of age, race, color, religion, national origin, or disability, will not be tolerated. This includes any kind of intimidation or discrimination. Investigation of such concerns will be undertaken promptly and handled confidentially. Behavior that denigrates the integrity of another student (hazing) will not be tolerated. If a student or employee feels that he or she has suffered a form of discrimination or harassment, the individual should immediately contact a supervisor or the Campus Director. Students or staff involved may be subject to termination.

Satisfactory Academic Progress

Written examinations will be given during and at the completion of each course. Quizzes and special assignments may be given by instructors within a program. If quizzes or extra work assignments are to be counted as part of the student grades, the grading policy of any additional work will be discussed prior to the request of the work being given to the student. A signed statement of agreement on the policies governing grading terms will be requested of all students. Quizzes and extra work will not exceed 5% of the total grade for a student. All written portions of the examination are graded according to the following schedule:

A=93%-100%

B=89%-92%

C=75%-88%

D=69%-74%

F= Below 69%

The minimal acceptable grade of passing any course of study is 69%. A grade of F is not an acceptable indicator of successfully accomplishing the required theory/skill.

Grace School of Nursing, Inc. does not award pass/fail or incomplete grades. All attempts to pass a course will be counted in the calculation of the grade point average. Grace School of Nursing, Inc. does not offer non-credit courses.

The instructor evaluates the student during each course of study on the above grading scale. Evaluation is based on the student's ability to demonstrate competency in the required skills and ability to follow instructions. Students are given every opportunity to acquire the necessary skills to demonstrate required competencies for industry employment. No student will be automatically terminated for failure in their first attempts to acquire skills but will be advised on correctional assignment required to master the particular course. Failure to pass on the 2nd attempt will result in termination from the program. There will be no additional fee or attempts.

Maximum Timeframe

Although Grace School of Nursing, Inc. strictly adheres to maximum allowed time, all withdrawals, incomplete and or repeats must be completed within the time frame of 150% of the course length. The student must successfully complete the course objectives in a maximum timeframe, not to exceed 150% of the normal program length. Failure to complete the program within the maximum timeframe will result in termination from the program.

Appeals

Students terminated for unsatisfactory academic progress may file a written appeal based on mitigating circumstances within five days of termination. Mitigating circumstances include, among other things, the student being ill, employed full-time, or death or illness of a family member. Students terminated for disciplinary violations may also file a written appeal within five days of termination. All appeals should be submitted to the Campus Director who will issue a final determination within five days of receipt of the appeal.

Student Services

Grace School of Nursing, Inc. has designated a properly trained individual to provide the following student services:

Academic Advising

Academic advising involves the faculty and student discussing academic goals, objectives and progress. All students are expected to comply with the satisfactory academic progress policy. Referrals for tutoring will be made as applicable. All students are expected to follow the catalog and course outline. Any students that need additional assistance will be given tutoring individually or in groups in addition to computerized self help programs. Since there is a 150% program deadline, any student that is NOT on task will be individually advised and help will be initiated.

Financial Aid Advising

Financial advising is conducted by Admissions and the Campus Director. This process involves a review of costs and payment arrangements for the program that the student enrolls in.

Personal Advising

Faculty will assist the student with personal issues that may be prohibiting their academic success. Where possible, students will be provided with information on outside resources that can further assist them.

Placement Assistance

Students are offered resume writing, job prep, interviewing skills and are furnished names and addresses of employment possibilities. Inquiries made to the school from potential employers will be posted on the bulletin board. The Admissions staff of Grace School of Nursing, Inc. will assist the student with employment to the best of its ability, but cannot guarantee employment.

Tutoring

Tutoring is performed by the faculty. Any student who is lagging behind and/or requests additional assistance will be helped individually and/or in small groups. Students will initially be directed to the computer lab where all course and power point presentations are on line. Additional audiovisual material is available for in-depth learning. No student will be allowed to fail without direct assistance from his/her instructor and the Campus Director. Once the student is brought up to classroom standards he/she will be placed back in the appropriate study tract. NO student will be allowed to exceed the 150% time limit.

Student Records

Student records are the permanent property of and are retained by Grace School of Nursing, Inc.. A student's record is available for review upon individual request. The school will provide a student transcript to potential schools or documentation supporting evidence of program completion to potential employers on written request. A transcript request fee may apply.

Housing

Grace School of Nursing, Inc. does not provide, supervise, or recommend student housing.

The Family Educational Rights and Privacy Act (FERPA)

The Family Educational Rights and Privacy Act (FERPA) affords students certain rights with respect to their education records. They are:

- The right to inspect and review the student's education records within 45 days of the day Grace School of Nursing, Inc. receives a request for access. Students should submit to the Campus Director written requests that identify the record(s) they wish to inspect. The Campus Director will make arrangements for access and notify the student of the time and place where the records may be inspected. If the records are not maintained by the Campus Director, that official shall advise the student of the correct official to whom the request should be addressed.
- The right to request the amendment of the student's education records that the student believes are inaccurate or misleading. Students may ask Grace School of Nursing, Inc. to amend a record that they believe is inaccurate or misleading. They should write the school official responsible for the record, clearly identify the part of the record they want changed, and specify why it is inaccurate or misleading.
- If Grace School of Nursing, Inc. decides not to amend the record as requested by the student, Grace School of Nursing, Inc. will notify the student of the decision and advise the student of his or her right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the student when notified of the right to a hearing.
- The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent.
- One exception which permits disclosure without consent is disclosure to school officials with legitimate educational interests. A school official is a person employed by Grace School of Nursing, Inc. in an administrative, supervisory, academic or research, or support staff position (including law enforcement unit personnel and health staff); a person or company with whom Grace School of Nursing, Inc. has contracted (such as an attorney, auditor, or collection agent); a person serving on the Board; or a student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks.
- A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.
- The right to file a complaint with the U.S. Department of Education concerning alleged failures by Grace School of Nursing, Inc. to comply with the requirements of FERPA. The name and address of the Office that administers FERPA is: Family Policy Compliance Office, U.S. Department of Education, 400 Maryland Avenue, SW., Washington, DC, 20202-4605

Graduation Requirements

A Diploma is presented to the student who has:

1. Successfully completed all required course competencies of the enrolled program with a minimum CGPA of 2.0.
2. Satisfied all attendance requirements.
3. Met satisfactory academic progress.
4. Fulfilled all monetary obligations to Grace School of Nursing, Inc.

Re-Entry

A student who has cancelled or has been terminated and wants to re-enter must submit a written request to the Campus Director. The decision of the Campus Director is final. There is no fee to re-enter.

Academic Calendar

Class Schedule

Grace School of Nursing, Inc. offers residential training on a clock hour basis. The date of entry and completion of required theory, laboratory, and lab components where applicable will determine the date of completion. The program has set hourly/weekly requirements. The class schedule is Monday through Friday - from 8:00 a.m. to 3:00 p.m. for the day session and from 5:00 p.m. to 10:00 p.m. for the evening session.

Start Dates

Program	Start Date	Scheduled Completion Date	
		FT	PT
Nursing Assistant	August 1, 2023	September 5, 2023	September 19, 2023
Patient Care Technician	August 1, 2023	November 28, 2023	January 16, 2024
Phlebotomy Technician	August 1, 2023	September 5, 2023	September 19, 2023
Practical Nursing	August 1, 2023	May 3, 2024	August 16, 2024
Nursing Assistant	September 12, 2023	October 20, 2023	November 3, 2023
Phlebotomy Technician	September 12, 2023	October 20, 2023	November 3, 2023
Nursing Assistant	October 24, 2023	December 1, 2023	December 15, 2023
Patient Care Technician	October 24, 2023	February 16, 2024	April 12, 2024
Phlebotomy Technician	October 24, 2023	December 1, 2023	December 15, 2023
Nursing Assistant	December 5, 2023	January 12, 2024	January 26, 2024
Phlebotomy Technician	December 5, 2023	January 12, 2024	January 26, 2024
Practical Nursing	December 5, 2023	November 15, 2024	December 20, 2024

Holidays

- New Year's Day
- Martin Luther King, Jr. Day
- Presidents Day
- Memorial Day
- Independence Day
- Labor Day
- Thanksgiving Day
- Christmas Day

Administration

Veronica Robinson, Campus Director

Bachelor Degree in Nursing, Williams University
Associate Degree in Nursing, Medworld Academy

Paul Robinson, Chief Administrative Officer

Master Certification in Human Resources Management: Villanova University

Faculty

Veronica Robinson, Nursing Program Director

Bachelor Degree in Nursing, Williams University
Associate Degree in Nursing, Medworld Academy

Elizabeth Adeyemi, Instructor – Practical Nursing Program

Bachelor Degree in Nursing, Wilson College
Associate Degree in Nursing, Carleen Home Health School

Vilma Francis, Instructor – Patient Care Technician and Phlebotomy Programs

Diploma in Practical Nursing, Carleen Home Health School

Latoya Johnson, Instructor – Practical Nursing Program

Associate Degree in Nursing, HCI College

Junide Paulees, Instructor – Nursing Assistant Program

Associate Degree in Nursing, Ideal Professional Institute
Health Administration, South University

Jo-Ann Constant, Instructor – Practical Nursing Program

Associate Degree in Nursing, Miami Dade College

Melikia Williams, Instructor – Practical Nursing Program

Diploma in Practical Nursing, Sheridan Technical College

Staff

Coral Murphy, Administrative Assistant

Paul Robinson, Admissions Representative